



ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA

TALENT (SKILLS) CAPSTONE - JANUARY 2018

(SS2) INFORMATION TECHNOLOGY SKILLS

- **Instructions to candidates** (Please Read Carefully):

- (1) **Time allowed:** *Reading* - 15 minutes
Writing - 03 hours

27-01-2018
Afternoon
[1.45 – 5.00]

- (2) **Structure of Question Paper and the Marks Allocation:**

| Section | Requirement | Marks |
|--------------------|--|------------|
| A | All questions are compulsory. | 40 |
| B | Only four out of six should be answered. | 60 |
| Total Marks | | 100 |

No. of Pages : 09
No. of Questions : 07

- (3) **Answers should be in the *medium* applied for, in the *booklets* provided.**

SECTION A

Objective Test Questions (OTQs)

Twenty (20) compulsory questions

(Total 40 marks)

Question 01

Select the most correct answer for question No. 1.1 to 1.10. Write the number of the selected answer in your answer booklet with the number assigned to the question.

- 1.1** A bank employee is planning to create a database using Microsoft Access 2016 to store information pertaining to a special savings account for children. Which one of the following is the most appropriate data type to store the photograph of a child?

- (1) Yes/No. (2) Long Text. (3) Lookup Wizard. (4) Attachment.

- 1.2** Which one of the following functions can be categorized as a logical function used in Microsoft Excel?

- (1) Year function. (2) Date function. (3) Address function. (4) IF function.

- 1.3** When sending an e-mail, the abbreviation “BCC” refers to:

- (1) Binary Carbon Copy. (2) Before Copying Certificate.
(3) Blind Carbon Copy. (4) Broadcast Certificate Copy.

1.4 Most commercial banks in Sri Lanka provide the Internet banking facilities to their account holders. Of the following, select the **incorrect** statement pertaining to the Internet banking services offered locally:

- (1) We always need a special software given by the bank to access the Internet banking using a personal computer.
- (2) Some banks have Mobile Apps which can be used to access the Internet banking over a mobile phone.
- (3) We can check our account balances during non-banking (after office) hours using the Internet banking.
- (4) The Internet banking uses the HTTPS Protocol to ensure secure transfer of confidential information.

1.5 Which one of the following is **not** a text formatting feature used in Microsoft Word?

- (1) Justify. (2) Bullet Lists. (3) Indenting. (4) Insert Object.

1.6 Which one of the following features can be applied to slides in Microsoft PowerPoint?

- (1) Transition. (2) Superscript. (3) Justify. (4) Handout Master.

1.7 An ERP software could be most useful to:

- (1) Enable an employee to send an email to his/her supervisor.
- (2) Enable a secretary to type a letter sent by his/her manager.
- (3) Enable an employee to prepare details of production for a week for his/her manager.
- (4) Enable a manager to display the presentation data for a board meeting.

1.8 Which one of the following is an advantage of registering for an Annual Maintenance Contract (AMC)?

- (1) Round the clock service from qualified technicians.
- (2) Planned services for the products.
- (3) Genuine spare parts with high reliability.
- (4) All of the above.

1.9 Which one of the following can be considered as a preventive physical control that could be used with information systems?

- (1) Double Door Systems.
- (2) Audit Trails.
- (3) Passwords.
- (4) Encryption.

1.10 Which one of the following can be considered as an ethical behaviour when considering the use of the Internet access within an organization?

- (1) Downloading Microsoft Office 2016 using a Torrent file.
- (2) Downloading updates to Microsoft Office via Windows Update.
- (3) Uploading photos to your personal Facebook account from the office desktop computer.
- (4) Emailing an excel worksheet containing all customer account information to all customers.

Select the suitable word from the words given within brackets to fill in the blanks in question No. 1.11 to 1.16. Write the selected word in your answer booklet with the number assigned to the question:

1.11 A (*form / report*) can be used in Microsoft Access to assist in the process of entering data.

1.12 Using the (*mail merge / pivot table*) feature in Microsoft Excel, we can get useful information from a large dataset.

1.13 The (*paste special / insert text box*) feature in Microsoft Word can be used to display text without any formatting when copying formatted text.

1.14 When we require to add text which can be read out by the presenter when using Microsoft PowerPoint, without the audience noticing them, the (*Hide slide / Add notes*) feature is used.

1.15 Email that is automatically identified as irrelevant to the user is generally stored in the (*Spam / Trash*) in an email system.

1.16 (*Google Chrome / Google Search*) is an example for a web browser that can be used to access the Internet Banking.

State whether each of the following statements from question Nos. 1.17 to 1.20 is **True** or **False**. Write the selected answer (True/False) in your answer booklet with the number assigned to the question.

- 1.17** When designing a database to store customer information, we can store multiple date fields if required.
- 1.18** In a spreadsheet, functions can be written in a cell by using formulas.
- 1.19** In a word processing software, the mail merge facility can be used to prepare mailing labels to multiple recipients.
- 1.20** In a presentation software, we can insert pictures, music and video, but we cannot insert human voice. (02 marks each, Total 40 marks)

End of Section A

SECTION B

Answer any four (04) questions only.

(Total 60 marks)

Question 02

- (a) An educational institute is planning to use a simple Microsoft Access database to store student information on students who applied for the Information Technology subject. The following is a sample table which illustrates how the student data should be stored:

| Registration Number | Name with Initials | NIC Number | Date of Birth | Date of Registration | Address |
|----------------------------|---------------------------|-------------------|----------------------|-----------------------------|----------------------------------|
| 451120 | SILVA A.M. | 992352097 V | 1999/08/22 | 2017/11/01 | No. 15, Galle Road, Ratmalana. |
| 451121 | ZUBAIR W.M. | 992362099 V | 1999/08/23 | 2017/11/03 | No. 5, Main Street, Alawwa. |
| 451122 | GEETHAN. G. | 992372097 V | 1999/08/24 | 2017/11/10 | 23/15, Victory Lane, Wellawatta. |

- (i) **Explain** how the process can be streamlined to automatically enter the letter “V” for ID Cards, when storing NIC Numbers (as illustrated above).

(You may assume that all NIC numbers entered consist of 9 digits and end with the letter “V”.) (03 marks)

- (ii) **Explain** a method that can be used to ensure that when the date of registration is entered, it only permits a date later than the date of birth to be entered. (03 marks)

- (b) One of your friends suggests that databases are not required to store data and the same task can be carried out using spreadsheets:
- (i) **Discuss** your friend's suggestion, considering information in part (a) above. (03 marks)
 - (ii) **Explain** another situation where one could disagree with your friend's suggestion. (03 marks)
- (c) **Explain** the difference between Queries and Reports in relation to Microsoft Access. (03 marks)
(Total 15 marks)

Question 03

The following image displays an extract from a Microsoft Excel Spreadsheet containing employee's salary details of a manufacturing company:

| | A | B | C | D | E | F | G | H | I | J |
|---|---|------------------------|---------------|---------------------|-----------------|------------------------|-------------------|---------------------|-----------------|-------------------|
| 1 | | | | | | | | | | |
| 2 | | Employee Number | Name | Basic Salary | OT Hours | Service (Years) | OT Payment | Gross Salary | PAYE Tax | Net Salary |
| 3 | | 101 | A.B.C. Silva | 48,000 | 50 | 3 | | | | |
| 4 | | 102 | P. Ramanathan | 32,000 | 25 | 10 | | | | |
| 5 | | 103 | M. Razik | 64,000 | 10 | 7 | | | | |

- (a) The cell G3 contains the formula =IF(F3<5,((D3/160)*1),((D3/160)*1.5)). If the contents (formula) of cell G3 is copied to cell G4 and G5, **calculate** the values that would be displayed in G4 and G5 cells. (04 marks)
- (b) **Identify** the formula to calculate Gross Salary for Employee 101 (Cell H3), and **calculate** the value that would be displayed at cell H3, assuming gross salary is the total of Basic Salary and OT payment. (04 marks)
- (c) **Identify** the formula to calculate PAYE Tax for Employee 101 (Cell I3) and **calculate** the value that would be displayed at cell I3, assuming that PAYE Tax is calculated at 10% of Gross Salary. (04 marks)
- (d) **Identify** the formula to calculate Net Salary for Employee 101 (Cell J3) and **calculate** the value that would be displayed at cell J3, assuming it is Gross Salary less PAYE Tax. (03 marks)
(Total 15 marks)

Question 04

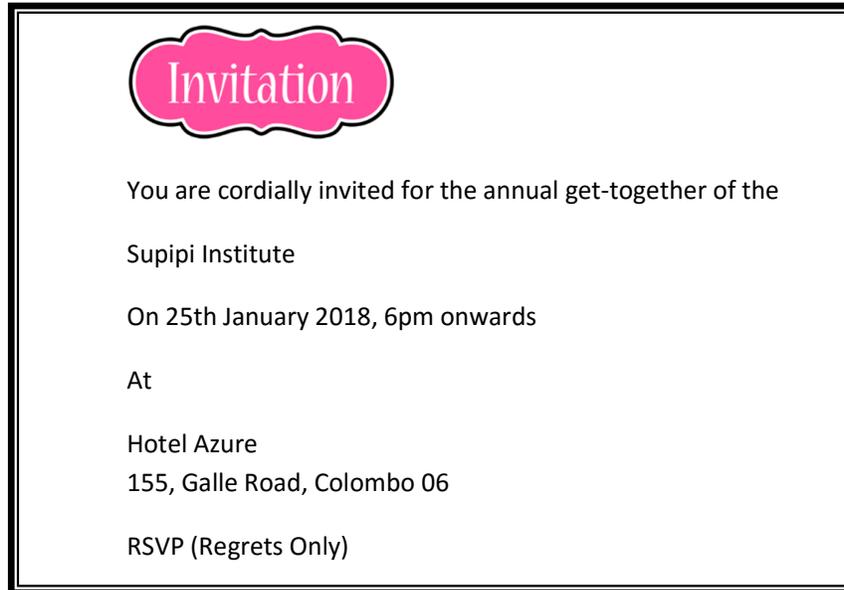
Assume that you are the accountant of **Business IT (Pvt) Ltd.** a Sri Lankan company which provides business and IT services to other companies. Your company is negotiating a BPO (Business Process Outsourcing) venture with **Jazz**, a British Consulting company.

The following is an e-mail sent to you by the finance director of **Jazz**:

| | |
|--------------|---|
| From: | dirfinance@jazz.co.uk |
| To: | accountant@businessit.lk |
| CC: | ceo@jazz.co.uk, |
| Subject: | BPO partnership proposal |
| Message: | <p>Dear Mr. Wikum Liyanage,</p> <p>Further to our discussion over the phone yesterday, I'm sending herewith a Microsoft Excel worksheet containing the possible cost categories and estimates for our proposed venture. I have also marked the categories where Jazz will be absorbing the cost. Please have a look at this file and complete the portion where Business IT (Pvt) Ltd. will be investing. I would like to hear on whether your company prefers the revenue sharing model or profit sharing model.</p> <p>Thank you,</p> <p>Yours Truly,</p> <p>John.</p> |
| Signature: | John Simons, |
| Text: | Finance Director, Jazz Corporate Services, 5A, Meadows Park, London EC1A, United Kingdom. T: +44 123 456 7890 |
| Attachments: | costshare.xls |

Question 06

Assume that you have been given the task of designing an invitation card for a get-together of **Supipi Institute**. The following figure contains the text and image of the source document:



The following figure contains the final formatted invitation card:



Explain the features in Microsoft Word that should be used to convert each of the following elements of the source document, assuming no font type changes are performed:

- (a) Reduce the size of the image named “Invitation”. (02 marks)
 - (b) Change the position of the text “You are cordially invited for the annual get-together of the”. (02 marks)
 - (c) Change the appearance and position of the text “Supipi Institute”. (02 marks)
 - (d) Change the appearance and position of the text “On 25th January 2018, 6pm onwards”. (02 marks)
 - (e) Change the appearance and position of the text “Hotel Azure”. (02 marks)
 - (f) Change the appearance and position of the text “RSVP (Regrets Only)”. (02 marks)
 - (g) Add a line around the invitation card as visible in the formatted figure. (03 marks)
- (Total 15 marks)

Question 07

- (a) **Explain** the purpose served by the following features of Microsoft PowerPoint:
 - (i) Action Buttons.
 - (ii) Slide Master.
 - (iii) Rehearse Timings.
 - (iv) Hide Slide.
 - (v) Slide Size (4:3 and 16:9).
 - (vi) Presenter View. (02 marks each, 12 marks)
- (b) Your company is bidding for a construction project offered by a multinational company. Your CEO has assigned you to prepare a Microsoft PowerPoint presentation about the bid to the board of directors of the multinational company. Since there is confidential data, your CEO instructs you that the presentation should not be opened by anyone other than the CEO and you using a password.

Explain how this requirement can be fulfilled using Microsoft PowerPoint. (03 marks)

(Total 15 marks)

End of Section B
